

EDDIE DAVIES MA MCIPD MANAGEMENT TRAINING & DEVELOPMENT CONSULTANT

Profile: A Human Resource Development specialist with over 25 years experience as a manager, trainer and coach gained with national public sector organisations. I am skilled in:

- Designing development programmes to meet specified objectives
- Writing comprehensive training and tutor manuals
- Delivering training & coaching in a lively facilitative style
- Ensuring the transfer of learning to the work place.

Professional M.A. Management Development

Qualifications: Diploma in Personnel Management

- Registered PRINCE2 (Project Management) practitioner
- Chartered Member: Chartered Institute of Personnel & Development
- Member: British Association for Counselling & Psychotherapy
- Member: Association for Coaching

Licensed Psychometric Test User: e.g.

- Occupational Personality Questionnaire (OPQ)
- Myers Briggs Type Indicator (MBTI)
- Belbin Team Types (Interplace)

Recent Training Consultancy Experience 2004/05 includes:

SENIOR MANAGERS' LEADERSHIP DEVELOPMENT PROGRAMME: Civil Service Department

Observer/coach at 20x two-day workshops for Senior Civil Service & Grade 6 & 7 Managers designed to raise the leadership game and equip managers to thrive and prosper during a time of changes in business priorities and policies that are taking place due to external reviews. I facilitated 360 Feedback and individually coached over 30 participants to draft a Personal Development Plan against Core Leadership Competencies. Following the centre I led three discussions to agree plan with Line Manger and coach individual to achieve their developmental goals and improve corporate performance.

MANAGING RECRUITMENT & SELECTION. Local Authority & Civil Service Department

Designed and delivered 6 X 2 day training courses per year for the council's mangers including their Social Services Teams. I utilised internal competency frameworks, an Employment Law quiz and case studies as well as practical Panel Interviews with external "candidates". The course developed participants' skills to use behavioural interviewing techniques, to focus on job competencies and select the best person for their vacant positions, whilst ensuring they fully applied appropriate equal opportunities procedures and legislation.

PERFORMANCE MANAGEMENT. Local Authority

Facilitated 32 x three-hour briefing sessions for Job Holders and Reporting Officers The audience were a mixture of jobholders, reporting and countersigning officers who needed an introduction to a new scheme. Provided briefing service for senior managers on how to develop the inter-personal skills necessary to make the appraisal discussion two way and effective.

COACHING SKILLS FOR MANAGERS. Local Authority

An Annual contract to design and deliver 1day courses for managers and staff of several of the Council's departments. At the end of the course participants are able to adapt the GROW model and utilise coaching skills as part of a planned approach to meeting the development needs of their staff.

PRESENTATION SKILLS. Local Authority & Government Department

An Annual contract to design and deliver 4x2 day courses for middle and senior managers to improve their presentation skills. Using current work based subjects delegates learn how to speak more confidently in groups, control the effects of nerves and persuade their audience to accept their objectives.

TEAM BUILDING SKILLS. Local Authority & University Business School

Facilitated events with dedicated teams and for a leading UK Management Centre to enable MBA students to bond and develop an action plan for continued working through the programme. Used participative exercises, and psychometric profiles (including Belbin's Team Roles) with managers of a Local Authority to enabled them to review their leadership styles

Product Range: * Coaching At Work * Workplace Counselling Skills * Introduction to Management * Team & Leadership Skills * Job Search Skills * Presentation Skills * Equal Opportunities & Diversity * Customer Care * Time & Stress Management. * Managing Recruitment & Selection * Performance Appraisal * Project Management. * Career Coaching * Executive Coaching * Positive Influencing Skills

Client Profile: Department for Transport. Office of Deputy Prime Minister. Department of Environment Food Rural Affairs. Home Office. Westminster City Council. Royal Borough of Kensington & Chelsea. Age Concern. Marine Coastguard Agency. Highways Agency. Henley Management College. Kingston University Business. London Business School. Plus Consulting. Moloney & Gealy. Alpha Consolidated Training. The Faraday Partnership. Fenman Training. Thorogood Publishing. Training Journal.

Publications:

"INTERVIEWING SKILLS" - Fenman. November 1993
"UNLOCKING YOUR PEOPLE'S POTENTIAL" - Fenman. November 1995.
"THE MANAGER AS TRAINER, COACH & GUIDE" - Fenman. January 1997
"PROJECT MANAGEMENT Activity Pack" - Fenman. June 1998
"ESSENTIALS OF MANAGEMENT" - Fenman. June 1999
"LIGHTBULB LEARNING" – With Alan Margolis – Fenman. March 2000
"MOTIVATION IN PRACTICE" – Fenman. September 2001
"TRAINING MANAGER'S DESKTOP GUIDE" – Thorogood April 2002
"ESSENTIAL INTERPERSONAL SKILLS for MANAGERS" – Fenman. April 2003

Articles:

"COMMITMENT TO COACHING" Training Officer Vol. 34. No 1 1998
"HOW TO WRITE TRAINING MATERIALS" Training Officer Vol. 34 No 2 1998
"WHAT DO YOU SAY AFTER "HELLO"?" Training Journal. July 2003